

Maryland State Archives
Hall of Records Building
350 Rowe Boulevard
Annapolis, MD 21401

Position Announcement

Computer Network Specialist I (Contractual)

RECRUITMENT FOR: Computer Network Specialist I (Contractual)

STARTING SALARY: \$41,074 - \$53, 89 Annually

CLOSING DATE: Friday, July 20, 2012 Time: 5:00 p.m.

POSITION LOCATION: Annapolis, Maryland

NATURE OF WORK:

This position is responsible for work planning, integrating and maintaining software and hardware for local or wide area microcomputer or minicomputer networks to include operating systems software and network communications software.

DUTIES AND RESPONSIBILITIES:

This is a technical position responsible for designing the structure of local or wide area microcomputer networks, installing operating system software and network communications software, installing applications software and customizes as required, configures network software and hardware, preparing and assembling technical documentation and user documentation, monitoring the performance of network software and hardware, diagnosing network software and hardware problems, making repairs and adjustments, running backups of network data, developing and maintaining disaster recovery plans, and other related duties.

MINIMUM QUALIFICATIONS: Each candidate must:

Possess a Bachelor's degree from an accredited college or university in Computer Information Technology, Computer Science, Management Information Systems, or other information technology-related field to include coursework in local or wide area microcomputer or minicomputer networks.

AND

One year of experience planning, integrating and maintaining software and hardware for local and wide area microcomputer or minicomputer networks.

NOTES:

1. Thirty credit hours from an accredited college or university in Computer Information Technology, Management Information Systems, or other information technology related field to include course work in local or wide area microcomputer or minicomputer networks may be substituted for the required education.
2. An additional year of experience planning, integrating and maintaining software and hardware for local or wide area microcomputer and minicomputer networks may be substituted for the required education.
3. Experience operating multipurpose, multi-tasking computer systems; or scheduling, controlling input and output or maintaining a tape library to process data on multipurpose, multi-tasking computer systems; or evaluating, implementing and maintaining microcomputer hardware and software; or converting data from project specifications by preparing program code using third generation or other generally accepted computer programming languages may be substituted for high school on a year-for-year basis.
4. Completion of a certification program in Network Engineering or Internetwork Routing, such as Certified Novell Engineer (CNE), Microsoft Certified Systems Engineer (CSE) or Cisco Certified Internetwork Expert (CCIE) or equivalent certification program, may be substituted for the required education.
5. This is a full time contractual position with an hourly wage but no fringe benefits.

SELECTIVE QUALIFICATIONS:

Knowledge of Microsoft XP, Windows7, Windows server 2000, SQL servers, IIS servers, Microsoft server configuration and administration, Network Backup administration, network switch and router administration.

SUBMIT APPLICATION TO:

Maryland State Archives
350 Rowe Boulevard
Annapolis, MD 21401

SELECTION PROCESS:

Candidates who meet the minimum and selective qualifications will be considered for an interview. It is essential that you give complete and accurate information on your application.

EXAMINATION:

The examination will consist of the rating of the applicant's education, training and experience as related to the duties and responsibilities of the position. This is an *unassembled examination*. No written examination will be given. **Therefore, it is important that you provide complete and accurate information on your application. Report all education and/or experience that are related to the job.**

Issued: June 19, 2012

INFORMATION FOR CANDIDATES:

Applications: Applications (MS-100) may be downloaded from our web site: www.mdsa.net. TTY users call Maryland Relay Service, 1-800-735-2258. Your application is part of the examination process. Answer each question fully and clearly. Photocopies are acceptable provided there is an original signature and copied on standard paper (8 1/2" x 11").

*****Important** You must complete a Maryland State Application (MS-100). Resumes cannot be substituted for any part of the application. Application must be completed in its entirety. "See resume" is not acceptable.***

Qualifications: You must possess the minimum and selective qualifications before you may be selected for a contractual position. Verification will be completed by the appointing authority. If you are scheduled to complete an educational or licensing requirement within six months of the examination, you may participate in the examination process. Credit is given for relevant part-time, temporary or volunteer experience based on the number of hours worked per week. You must include on your application the time you spent in such activity. You must be legally authorized under the United States Immigration Reform and Control Act to be hired in the position for which you apply.

Eligibility: Applicants will be notified when and where to appear for written, oral or demonstration examinations and, if appropriate, for an interview. Some examinations may consist of an evaluation of relevant education, training, and experience. If further information is needed, notice will be sent to the candidate. Candidates who do not meet the minimum and selective qualifications for the classification for which they apply will not be considered.

All qualified applicants will be considered but may not necessarily receive an interview. Only applicants selected for interviews will receive a letter of the position's status.

Physical Examination: Eligible candidates may be required to pass a job related physical examination.

Equal Opportunity Employer: The Maryland State Archives and the State of Maryland are Equal Opportunity Employers and are committed to the letter and spirit of the Americans with Disabilities Act.

The Maryland State Archives and the State of Maryland are committed to fair employment practices in recruitment, interviewing, hiring, placement and promotion without regard to age, ancestry, color, creed, marital status, mental or physical disability, national origin, race, religious affiliation, sex or sexual orientation.

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